



**CITY/COUNTY PLANNING BOARD**

**TUESDAY, JANUARY 13, 2025 at 4:30pm**

Members	Position	01/13/2026	01/27/2026	02/10/2026	02/24/2026	03/10/2026	03/24/2026	04/14/2026	04/28/2026	05/12/2026	05/26/2026	06/09/2026	06/23/2026	07/14/2026	07/28/2026	08/11/2026	08/25/2026	09/08/2026	09/22/2026	10/13/2026	10/27/2026	11/10/2026	11/24/2026	12/08/2026	12/22/2026
		Jim Ronquillo	Billings Ward I	1																					
Roger Gravgaard	Billings Ward II	1																							
Dennie Stephenson	Billings Ward III	1																							
John Staley <b>PRESIDENT</b>	Billings Ward IV	1																							
David Nordel	Billings Ward V	V																							
Troy Boucher	YC District 1	1																							
Dennis Cook, <b>VICE PRESIDENT</b>	YC District 2	1																							
Vacant	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vacant	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vacant	YC District 5	-																							
Alexis Bonogofsky	YC District 6	1																							
Vacant	YC District 7	-																							
Scott Reiter Megan Trevino	Ex-Officio SD2	1																							

Please note: "A" stands for excused absence, "1" stands for present, "V" stands for Zoom participation, "C" stands for Canceled

**Call the Meeting to Order:** President Staley called the meeting to order at 4:30 PM

**Introduction of Planning Board Members and Planning Department Staff**

President Staley called for introductions of the members of the Planning Board and staff.

**Attending Staff:** Wyeth Friday, PCSD Director; Anna Vickers, Planning Division Manager; Lora Mattox, Transportation Planning Coordinator; Mike Hayes, Multi-Modal Transportation Planner; Brenda Berns, Planning Clerk

**1. Others in Attendance:** there were no others in attendance.

**2. Approval of Agenda**

**Motion**

Motion by Board member Stephenson to approve the agenda as submitted, second by Board member Cook. Motion passed unanimously.

**3. Approval of Minutes:** December 23, 2025

President Staley read into the record, a correction to the December 23, 2025 meeting minutes:

The minutes state; “the motion to accept the staff recommendation of Denial for the Variance from Section 4.6.A.3 to Not allow a connection from the subdivision to the south.”

The actual motion was to; Approve the request for a Variance to Not allow a connection from the subdivision from the south.

**Motion**

Motion by Board member Ronquillo to approve the December 23, 2025 meeting minutes with the correction as read, second by Board Member Cook. Motion passed unanimously.

**4. Public Comment:** As required (3 minutes maximum per person). Any member of the public might be heard on any subject that is not on the agenda. The Planning Board will not take any action on these items at this time but could choose to add an item to the next meeting agenda for discussion.

**5. Disclosure of Outside (Ex-Parte) Communication** – There were no Ex-Parte Communications.

**6. Disclosure of Conflicts of Interest** – There were no Conflicts of Interests.

**7. Old Business** – There was no Old Business.

## 8. New Business

- a. **Proposed Amendment to the 2023 Long Range Transportation Plan (LRTP) and Metropolitan Planning Organization (MPO) Planning Boundary** – Presentation. Public Hearing and Recommendation. Lora Mattox, Transportation Planning Coordinator.

Staff recommends that the Planning Board receive a presentation on, and hold a public hearing for, a proposed amendment to the 2023 Long Range Transportation Plan (LRTP) and the Metropolitan Planning Organization (MPO) Planning Boundary. The amendment responds to findings from a 2024 Federal Highway Administration (FHWA) and Montana Department of Transportation (MDT) review, which determined that the Billings MPO is substantially compliant with federal regulations but identified two required technical corrections: redesigning the LRTP project list and updating the MPO's urban planning boundary to reflect 2020 Census data.

Addressing these findings will ensure continued compliance with federal and state requirements, improve clarity and transparency of the LRTP, and may expand eligibility for federal transportation funding. Completing the updates now will also position MPO staff to complete much of the next required LRTP update in 2028 in-house, with limited external support.

City Council approved a consulting contract with Kittelson & Associates in March 2025 to assist with the technical corrections. The scope of work includes auditing and redesigning the LRTP project list for accuracy and consistency, updating the MPO urban planning boundary using 2020 Census data and GIS mapping, modifying the LRTP accordingly, and conducting required public outreach to document community input.

### **Public Hearing**

President Staley opened the Public Hearing. There were no speakers. The Public Hearing was closed.

### **Motion**

Motion by Planning Board member Stephenson to recommend approval of the Amendment to the 2023 Long Range Transportation Plan and the Metropolitan Planning Organization Planning Boundary, and to forward that recommendation to the Policy Coordinating Committee through the Planning Board representative, second by Planning Board member Ronquillo. Motion passed unanimously.

### **Board Discussion**

The Board discussed the importance of ensuring adequate funding to support proposed plans and the need to clearly demonstrate financial backing to build public confidence. Staff explained that the Metropolitan Planning Organization (MPO) process is ongoing and federally required, requiring plans to be kept current and well documented as conditions change. Clarification was provided regarding county and city service areas, including where municipal services currently extend. Staff also noted that potential annexation areas were considered in the planning effort to proactively address transportation needs as growth expands.

**Other Business**

Wyeth Friday reported on two ongoing public surveys. One survey supports the Safe Routes to School and Safe Streets for All grant programs and includes required public outreach, with questions designed to gather input from people of all ages and mobility levels. A second community survey relates to the 21st Street Underpass study and presents design alternatives developed by the consultant team and city staff, including options to improve emergency vehicle access.

It was announced that Planning Board President John Staley will represent the Board on the Policy Coordinating Committee (PCC). The next PCC meeting is scheduled for February 17, 2026.

Staff also noted that the upcoming Interim Planning Commission meeting will include a review of information gathered during Planning Week, as well as discussion of the Montana Land Use Planning Act (MLUPA) housing criteria, which requires jurisdictions to demonstrate compliance with at least five of the fourteen statutory criteria.

**Adjournment:** 5:04PM

*Brenda J Berns, Planning Clerk*